

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF CHICAGO'S DEPARTMENT OF FAMILY AND SUPPORT  
SERVICES AND DEPARTMENT OF ANIMAL CARE AND CONTROL**

**1. PURPOSE**

This Memorandum of Understanding (MOU) is between the Department of Family and Support Services (DFSS) and the Department of Animal Care and Control, also known as Chicago Animal Care and Control (CACC), hereinafter collectively referred to as the "the parties." This MOU memorializes the parties' understanding of the implementation of the Reentry Kennel Cleaning Program as described below.

**2. BACKGROUND INFORMATION**

The DFSS works with community-based organizations that provide direct services, such as job training, employment assistance and supportive services to Chicago's residents with barriers to employment. The DFSS has implemented a Transitional Jobs Program that offers temporary work assignments to Chicago's residents. CACC is the City's open admission animal control and sheltering facility, serving more than 14,500 animals annually; during the summer months, the dog population can reach 300 and CACC is always in need of supplemental cleaning power for the health and well-being of the animal population.

In partnership with DFSS and using the Transitional Jobs model, CACC's "Reentry Kennel Cleaning Program" offers temporary work assignments to non-violent former offenders. Participants living in Chicago are eligible for these assignments. These assignments will provide deep cleaning services at CACC for the seven dog pavilions and augment CACC's ability to provide a clean and healthy environment for the animals, while providing participants with valuable job skills. Additional opportunities for the program include participation in CACC partner Safe Humane Chicago's dog enrichment training program during their break time.

**3. ROLES AND RESPONSIBILITIES**

Department of Family and Support Services will:

- Contract with a delegate agency to provide the required services for the Transitional Jobs - Reentry Kennel Cleaning Program, as described above.
- Ensure that the delegate agency screens and selects a qualified workforce of non-violent former offenders for the cleaning assignments.
- Provide contract and programmatic monitoring responsibilities.

The Delegate Agency will:

- Provide a supervisor to supervise the work of the participants and ensure attendance.
- Compensate participants for their work.
- Provide participants with name tags/scrubs.
- Work in tandem with CACC to formulate all logistics for the program.
- Ensure participants wear appropriate clothing for cleaning the kennels.
- Perform reasonable program management tasks to ensure successful implementation and functioning of the program including, but not limited to assuring services are provided in accordance with CACC sanitation standards, conducting site visits to the facility five times per week and detailing weekly tasks to participants.
- Ensure all participants are non-violent former offenders.
- Ensure participants understand their obligations in the program.

Department of Animal Care and Control will:

- Ensure all participants are trained on safe and proper cleaning and dog handling procedures.
- Ensure that work by participants is performed in conjunction with proper protocols.
- Ensure participants work harmoniously with CACC staff.
- Perform any other tasks to ensure successful implementation and functioning of the program.
- Partner with Safe Humane Chicago to allow participants to participate in the Lifetime Bonds Re-entry program. Participants will train with a Safe Humane Chicago trainer in groups of five to six people and receive training on:
  - a. How to socialize and train shelter dogs using only positive, reward-based reinforcement with special emphasis on maintaining the dog's basic physical and emotional health;
  - b. Learning and practicing communication skills by interpreting dogs' body language and responding appropriately and compassionately; and
  - c. Introduction to animal-related employment opportunities which exist within the animal welfare and pet industries.
- The Lifetime Bonds Re-entry program will last 8-12 weeks and will culminate in a ceremony in which the participating detainees will demonstrate their skills and receive a certificate of completion from Safe Humane Chicago. The training will take place twice a week for duration of one hour. Participants who complete the dog enrichment certificate training program will be eligible to receive a paid program incentive.

#### **4. ALLOCATION OF FUNDS**

CACC will provide DFSS with \$440,648 in Corporate funds for the program (funding strip 018-0100-073-2005-0135-220135). This amount will be encumbered into a delegate agency agreement to meet the program goals.

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#### **5. TERM**

The term for the MOU begins on January 1, 2018 and terminates on December 31, 2018.

#### **6. AMENDMENT/TERMINATION**

This MOU may be modified or amended with the consent of both parties at any time during its term. Amendments to the MOU shall be in writing and signed by the parties. Either party may terminate this MOU at any time with sixty (60) days written notice.

#### **7. NO PERSONAL LIABILITY**

No officer, member, official, employee or agent of the City of Chicago, CACC, or DFSS shall be individually liable or personally liable in connection with this MOU.

The foregoing represents the understandings reached between the Department of Family and Support Services and the Department of Animal Care and Control.

By: \_\_\_\_\_

Lisa Morrison Butler, Commissioner  
Department of Family and Support Services

By:



Susan Russell, Executive Director  
Department of Animal Care and Control

